

**Oklahoma State University Bylaws
of the Graduate Faculty
Adopted: May 2009;
Changes Modified and Approved
By Graduate Council May 2, 2014
following 30-day faculty input.**

1. General Organization

1.1. Functions

The Graduate Faculty shall have the following responsibilities:

- 1.1.1. Develop policies, procedures and activities to promote excellence in graduate teaching, research and creative activity;
- 1.1.2. Recommend and approve candidates for graduate degrees and certificates;
- 1.1.3. Review and approve the initiation, modification and discontinuation of graduate degree and certificate programs;
- 1.1.4. Participate in the academic review process of graduate degree and certificate programs;
- 1.1.5. Set the policies and minimum standards for graduate admissions and completion requirements;
- 1.1.6. Set and implement minimum requirements for membership in the Graduate Faculty;
- 1.1.7. Teach all courses eligible for graduate credit at Oklahoma State University;
- 1.1.8. Advise and mentor graduate students and their research.

1.2. Organization and Governance

- 1.2.1. The Graduate Faculty shall be comprised of all Full Members, Associate Members and Emeritus Members shall be organized into Subject Matter Groups.
- 1.2.2. The Graduate Council is the representative group of the Graduate Faculty and as such exercises the legislative and executive authority of the Graduate Faculty.
- 1.2.3. Graduate Council Members represent the Graduate Faculty within their respective Subject Matter Groups.

2. Criteria for Membership in the Graduate Faculty

- 2.1. In keeping with Oklahoma State University's mission as a land-grant institution, individuals considered for appointment to the Graduate Faculty shall demonstrate substantial achievement in each of the areas of scholarship, graduate teaching and extension/service. Recommendation for membership in any category of the Graduate Faculty is subject to the approval of the appropriate institutional unit and the Graduate College. No one enrolled as a degree-seeking graduate student in a graduate program at Oklahoma State University may teach a course taken for graduate credit in their own degree program. The removal or revocation of privileges of a Full Member, Associate Member or Emeritus Member shall be in accordance with the general Graduate Faculty Bylaws, Section 2.9.
- 2.2. Exceptions to the criteria for membership may be granted by petition, with appropriate and sufficient justification, to the Dean of the Graduate College. Temporary appointments and exceptions may be granted by the Dean of the Graduate Council, in compliance with the general Graduate Faculty Bylaws.
- 2.3 Graduate Faculty status at Oklahoma State University includes three membership categories: Full Member; Associate Member; and Emeritus Member. For each membership category, Subject Matter Groups may set and implement additional requirements.

2.4. Full Member

2.41. Requirements for Eligibility

- 2.4.1.1. Earned doctoral degree (or highest degree considered in discipline as terminal degree) from an appropriately accredited institution;
- 2.4.1.2. Record of ongoing scholarship as appropriate to the individual's discipline.
- 2.4.1.3 As a part of appointment to a tenure-track or tenured faculty position at Oklahoma State University, the appointment includes Full Membership in the Graduate Faculty.
- 2.4.1.4. Clinical, research, and adjunct faculty members who are affiliated with Oklahoma State University as professional persons (e.g., leader and/or assistant leader of Cooperative Wildlife Research Unit) as defined in the Oklahoma State University Faculty Handbook and who have appropriate credentials may request status as Full Members of the Graduate Faculty through their respective Subject Matter Group.

2.4.2. General Privileges and Limitations

Full Members are eligible to be a member of master's and doctoral advisory committees, and to teach courses for graduate credit.

24.3. Advising Theses/Dissertations and Chairing Graduate Advisory Committees

Chairs of graduate advisory committees must be Members of the Graduate Faculty. The following are the minimum requirements to be accorded these specific privileges:

- 2.4.3.1. To serve as a thesis/dissertation advisor, an individual must have documented mentoring activity and research accomplishments;
- 2.4.3.2. To serve as Chair of a master's advisory committee, an individual must either hold an OSU academic appointment equal to or higher than assistant professor, assistant research professor, or assistant clinical professor, or hold an adjunct appointment, at the level of assistant professor or higher, in an OSU academic unit;
- 2.4.3.3. To serve as Chair of a specialist or doctoral advisory committee, an individual must hold an OSU tenure-track appointment at the level of assistant professor or higher and have documented mentoring activity and research accomplishments.

2.4.4. Voting Privileges

Members with an OSU academic appointment equal to or higher than assistant professor, assistant research professor, assistant clinical professor, or adjunct assistant professor are eligible to vote at Subject Matter Group meetings and on matters referred to in these bylaws.

2.4.5. Officers

Officers in a Subject Matter Group must be voting Members with at least three academic years of full-time employment at Oklahoma State University.

2.5. *Associate Member*

2.5.1. Requirements for eligibility:

- 1.1.1.1. 2.5.1.1. Associate Members are (1) non-OSU faculty members or (2) individuals at Oklahoma State University who hold the following non-tenure track appointments: adjunct, clinical, research and temporary appointments such as visiting assistant/associate/professor, scholar, artist, or other titles as outlined in the Oklahoma State University Faculty Handbook.

2.5.2. Privileges and Limitations:

An Associate Member may teach courses for graduate credit and may serve on master's and doctoral committees. Requested privileges must be specifically indicated on the Associate Member application form submitted by the sponsoring department. Associate Members are not eligible to vote on matters presented to the Subject Matter Groups and to the Graduate Faculty as a whole, may not chair student committees, and may not serve as the Outside

2.6 Emeritus Members

2.6.1. Requirements for eligibility:

2.6.2. Eligibility: Oklahoma State University faculty members who have retired and been appointed as Emerita/us Faculty and who held graduate faculty status before retirement may be appointed as an Emeritus Member.

2.6.3. Privileges and limitations: Emeritus Members possess all the privileges of Members of the Graduate Faculty, with the exception of (1) chairing student committees; (2) serving as the Outside Committee Member; and (3) voting on matters presented to the Subject Matter Groups and to the Graduate Faculty as a whole. Emeritus members may serve on committees. Emeritus Members may serve as research advisor for students. Emeritus Members who were chairing graduate committees at the time of retirement should assist the Graduate Coordinator, other members of the student's advisory committee, and the student in selecting an appropriate chair from the Members of the Graduate Faculty.

2.7 Ex Officio Members

The President, the Graduate College's administrative leadership, and all deans and vice presidents are eligible to be considered for membership on the Graduate Faculty. In these administrative roles, the candidates must initiate the process by requesting active membership through the appropriate unit to the Dean of the Graduate College. The Dean of the Graduate College will then advance the request to the Graduate Council for review and awarding of membership status as Full, Associate or Emeritus as appropriate.

28. Membership

2.8.1.. Duration

- 2.8.1.1.. All appointments to the Graduate Faculty are for terms not to exceed five years and are subject to ongoing, periodic, review based on performance and record of scholarship.
- 2.8.1.2.. The criteria to be used in such ongoing review shall be set and implemented by the respective Subject Matter Group, although those criteria must be compatible with Graduate Faculty bylaws and the process must follow that specified in paragraph 2.4.2.1.
- 2.8.1.3.. All appointments are valid through the end of the term (fall, spring, or summer)

Approved by vote of Graduate Faculty, May 6, 2009

and year designated in the letter communicating the appointment. Such appointment letters shall be signed by both the Chair and the Vice-Chair of the Graduate Council.

2.8.2.. Process

The following procedures are utilized for all appointments and reappointments to the Graduate Faculty.

2.8.2.1.. Full Member. New tenure-track Oklahoma State University faculty members shall be granted an initial appointment as a Full Member of the Graduate Faculty at the time of employment. Clinical, research and adjunct faculty can also request Full Member status through their academic unit. Initial appointment shall be initiated by submission of the "Appointment to the Graduate Faculty" form by the Unit Head to the Dean of the Graduate College. Oklahoma State University faculty who are reappointed, promoted and/or granted tenure shall be immediately eligible for renewed membership. Members must be evaluated at least once every five years by a committee of other Members in their unit to determine if they meet the Subject Matter Group requirements for renewed membership. Candidates may appeal a Graduate Faculty evaluation to the Officers of their respective Subject Matter Group through the standard Subject Matter Group review process. If that appeal is rejected, the candidate may appeal to the membership committee of the Graduate Council.

2.8.2.2.. Newly-Appointed OSU Faculty. Faculty appointed to a tenure-track position within an OSU unit shall be appointed as Full Members of the Graduate Faculty, effective the semester of initial academic appointment. Initial appointment shall be initiated by submission of the "Appointment to the Graduate Faculty" form by the Unit Head to the Dean of the Graduate College

2.8.2.3. . Associate Member. Appointment and reappointment as Associate Member of the Graduate Faculty is contingent upon meeting the appointment criteria of the member's Subject Matter Group. The normal term of membership for

Associate Member shall be for no more than five years and shall be renewable. Appointment and reappointment as an Associate Member shall be initiated by submission of the "Appointment to the Graduate Faculty" form by the Unit Head to the Dean of the Graduate College. The Dean will then forward this form to the appropriate Subject Matter Group for review.

2.8.2.4. Associate Member for Teaching Only. Individuals assigned to teach courses for graduate credit may be appointed as Associate Members of the Graduate Faculty for a period not to exceed one year, upon nomination by the Unit Head responsible for the course in question and approval by the Dean of the Graduate College. Renewed appointment beyond one year shall be subject to the procedure described for Associate Membership in paragraph 2.7.2.3.

2.8.2.5. Emeritus Member. Emeriti faculty members may request membership through

Approved by vote of Graduate Faculty, May 6, 2009

their respective Unit Head. This action must be initiated by the respective Unit Head to the Dean of the Graduate College and be in compliance with OTRS regulations regarding restrictions for newly retired faculty. Appointment shall be for no more than five years and shall be renewable.

2.8.2.6. Ex Officio Candidate. The President, the Graduate College's administrative leadership, and all deans and vice presidents are eligible to be considered for Graduate Faculty membership through an Ex Officio Affiliation process, where the review is through the elected faculty representatives serving on Graduate Council. Ex Officio Candidates may be considered for Full, Associate or Emeritus Membership status depending on what is requested and deemed appropriate by the Graduate Council.

The Dean of the Graduate College shall inform the Graduate Council of all membership actions described in 2.8.2.2, 2.8.2.3, 2.8.2.4 and 2.8.2.5 and shall be responsive to Graduate Council input on such matters.

2.9. Revocation of Privileges

2.9.1. Status as a Full Member, an Associate Member, or an Emeritus Member of the graduate faculty, with the additional rights and privileges of that status, is the responsibility of the members of the OSU Graduate Faculty, as exercised through the Graduate Council.

2.9.2. Removal of Graduate Faculty status for all membership categories is automatic upon separation from the University unless an exception is requested (e.g., to complete service on a committee) and such exceptions will only be for a specific purpose/term, not to exceed five years. The Unit head will submit the "Removal from the Graduate Faculty" form to the Dean of the Graduate College for removal of membership.

2.9.3. Graduate faculty status may be revoked by action resulting from a complaint originated by a member of the faculty, staff, or student body at OSU. Such

complaints must include appropriate documentation as evidence of cause for removal of Graduate Faculty privileges and will be evaluated by the Chair and Vice-Chair of the Graduate Council. (If a conflict of interest exists, the complaint will be evaluated by the Provost's Office.) If further action on the complaint is deemed appropriate, the existence (but not the nature) of the complaint will be brought to the attention of the Graduate Council by the Dean of the Graduate College.

2.9.4. Upon notification of such a complaint, the Graduate Council shall form an ad-hoc Membership Review Board, composed of one officer from each group, and appointed by the Vice Chair (or, if a conflict of interest exists, by the Chair). The Membership Review Board shall be appointed with the intent of avoiding conflict of interest for the members and the other involved parties. The Membership Review

Board shall hear the charges and evidence presented by both the complainant and the individual charged. The Board shall have the authority to (1) continue the status of the faculty member charged in the complaint or (2) revoke or change the Graduate Faculty status of the faculty member charged in the complaint.

Approved by vote of Graduate Faculty, May 6, 2009

2.9.5. The decision of the Membership Review Board is final and not subject to appeal. All decisions resulting from such hearings shall be communicated in writing to the parties involved.

2.9.6. Notwithstanding the above, termination from OSU for cause, as specified in the OSU Faculty Handbook, shall result in immediate and concurrent revocation of Graduate Faculty status.

3. Subject Matter Groups

3.1. Membership

3.1.1. All Graduate Faculty Full Members, Associate Members and Emeritus Members shall hold membership in one of the following Subject Matter Groups according to their academic appointments or affiliation with an academic unit. Due to name changes and other factors, the Graduate Council shall define Subject Matter Groups and the respective academic units in the operating code for Graduate Council.

3.1.2. For the purpose of these bylaws, an academic unit is that component of the University into which a faculty member receives appointment and may include departments, schools, or degree programs.

3.1.3. The definition of academic units within a group is the responsibility of that Subject Matter Group.

3.1.4. Affiliates of the Graduate Faculty who teach in interdisciplinary programs will be affiliated with the Subject Matter Group appropriate to their nomination.

3.1.5. Changes of the affiliation of an academic unit with a Subject Matter Group shall require approval by the Graduate Council; such changes shall not be considered amendments to these bylaws and shall be entered immediately after approval.

3.2. Duties of the Subject Matter Groups

3.2.1. Create and approve bylaws to govern the Group that are consistent with the bylaws of the Graduate Faculty. If amendments to the bylaws of the Graduate Faculty necessitate amendments to the Group bylaws, the Graduate Faculty bylaws shall prevail in the interim;

3.2.2. Hold regular meetings of the Group, at a minimum once per semester, before the end of October in the Fall, and March in the Spring;

3.2.3. Recommend actions to the Graduate Council;

3.2.4. Clearly define the "academic units" that comprise it, for purposes such as determination of outside members of graduate committees and nomination procedures for members of the Graduate Faculty.

3.3. Officers

Approved by vote of Graduate Faculty, May 6, 2009

- 3.3.1. Chair. Chair meetings of Subject Matter Group and represent the Subject Matter Group as a voting Member of the Graduate Council.
- 3.3.2. Vice-Chair. Act as Chair in that officer's absence, and represent the Subject Matter Group as voting Member of the Graduate Council.
- 3.3.3. Secretary. Record minutes, prepare agendas and announce meetings of the Subject Matter Group. In absence of the chair or vice-chair, represent the Subject Matter Group as voting Member of Graduate Council.

3.4. Elections

- 3.4.1. The even-numbered Subject Matter Groups shall elect officers for a two-year term in even-numbered years and the odd-numbered Subject Matter Groups do likewise in odd-numbered years. Elections shall be conducted in the spring and the new officers shall take office on June 1.
- 3.4.2. Elections are by secret ballot of all voting Members of the Subject Matter Group. The person receiving the most votes is elected.

4. Graduate Council

4.1. Duties

- 4.1.1. Act on requests from the Graduate College;
- 4.1.2. Propose changes in Graduate College policy and procedures;
- 4.1.3. Act on requests for initial approval, modification or discontinuation of all programs leading to graduate degrees and graduate level certificates;
- 4.1.4. Provide recommendations concerning the implementation and results of the graduate program review process;
- 4.1.5. Act on requests from the Graduate Dean for guidance in dealing with exceptional situations;
- 4.1.6. Act on recommendations from Subject Matter Groups and make appropriate requests and communications to the Subject Matter Groups on issues related to the Group;
- 4.1.7. Act on recommendations for appointment, reappointment and other actions related to membership on Graduate Faculty.

4.2. Representation

- 4.2.1. The Chair and Vice-Chair of each Subject Matter Group shall represent their Group on the Graduate Council.

Approved by vote of Graduate Faculty, May 6, 2009

- 4.2.2. A quorum consists of the Chair of the Graduate Council (or Chair's designee) plus half the voting Members of the Graduate Council (excluding the Vice-Chair).

4.3. Officers

- 4.3.1. Chair. The Graduate Dean is the non-voting Chair of the Graduate Council.
Duties include:

- 4.3.1.1. Convene regular meetings of the Graduate Council each month except in June and July; and at other times as necessary;
- 4.3.1.2. Consult with the Graduate Council on any change in Graduate College policy prior to recommendation to the Provost, and transmit the Council's findings with a recommendation;
- 4.3.1.3. Participate in the periodic review of graduate programs according to Oklahoma State University policies and procedures, and confer with the Graduate Council concerning such reviews;
- 4.3.1.4. Appoint *ad hoc* committees with the advice or petition of the Graduate Council.

- 4.3.2. Vice-Chair. The Vice-Chair of the Graduate Council serves a four-year term.
Duties include:

- 4.3.2.1. Preside over meetings of the Graduate Council;
- 4.3.2.2. Coordinate activities of the Graduate Faculty by maintaining contact with the Subject Matter Groups;
- 4.3.2.3. Serve as liaison to the Faculty Council. The

Vice-Chair shall vote only to break a tie.

4.4. Election of Vice-Chair of the Graduate Council

- 4.4.1. Only Members who have been employed full-time by Oklahoma State University for three academic years, and who have served at least one two-year term on the Graduate Council, may hold the office of Vice-Chair.
- 4.4.2. Prior to the February meeting of the Graduate Council, in the last year of the Vice-Chair's term, the Chair of each Subject Matter Group will identify a Member of their Subject Matter Group to serve on the Elections Committee. The Elections Committee shall present to the Graduate Council, at its February meeting, the names of no fewer than two nominees for the office of Vice-Chair of the Graduate Council. At this meeting, nominations for this office will also be accepted from the floor.
- 4.4.3. The Vice-Chair shall be elected by a vote of the Graduate Faculty administered by the

Approved by vote of Graduate Faculty, May 6, 2009

Elections Committee during March. The person receiving the most votes is elected.

- 4.4.4. If the Vice-Chair cannot serve a full term, the Graduate Council shall appoint an interim Vice-Chair to serve the remainder of the term when that period is one and one half academic years or less. Otherwise, an election administered as described above shall be conducted to complete the term.

4.5. Academic Program Committee

- 4.5.1. The committee is responsible for reviewing requests for initial approval, modification or discontinuation of all programs leading to graduate degrees and graduate level certificates and making recommendations to the Graduate Council.
- 4.5.2. Each of the Subject Matter Groups shall appoint its chair to serve on the committee. The Graduate Dean, or his/her designee, shall serve as the *ex-officio*, non-voting chair of the committee.

4.6. Membership Committee

- 4.6.1. The committee is responsible for reviewing nominations for appointment or reappointment of membership on the graduate faculty, acting on the recommendations and associated documentation presented by the Subject Matter Groups.
- 4.6.2. Each of the Subject Matter Groups shall appoint its vice-chair to serve on the committee. The Graduate Dean, or his/her designee, shall serve as the *ex-officio*, non-voting chair of the committee.

5. Department and Program Organization

All Members of the Graduate Faculty of a department, school or program constitute the unit that shall exercise general supervision of graduate work in that unit and shall be responsible for the policies pertaining to its graduate programs, which are not reserved to the Subject Matter Group or Graduate Council.

6. Amendments

Amendments to these bylaws must be approved by two-thirds of the total Graduate Faculty votes cast in a referendum administered by the Chair or Vice-Chair of the Graduate Council. The proposed change must be submitted to the Graduate Faculty Members at least 30 days in advance of the vote and following approval by either: (1) two-thirds of the votes cast by the participants at a meeting of any Subject Matter Group and a majority of the votes cast of the Graduate Council or (2) two-thirds of the votes cast by the Graduate Council.